



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

February 3, 2010

Sara K. Neill, H.R. Manager  
Toppan Photomasks, Inc.  
2920 Coronado Drive  
Santa Clara, CA 95054

Transmitted by Email

Dear Ms. Neill:

RE: FINAL MONITORING VISIT REPORT for Toppan Photomasks, Inc.– ET08-0287

Date of the Visit:	10/28/09
Beginning/Ending Time:	10 A.M. – 12 P.M.
Date of Last Visit:	06/16/09
Visit Location:	Company facility in Santa Clara, CA.
Persons in attendance:	Rosemary Carrillo, Human Resources Representative for Toppan Photomasks Inc.; Robert Jackson, ETP Analyst
Action Required:	No

## CONTRACT INFORMATION:

Term of Agreement:	12/31/07– 12/30/09	Agreement Amount:	\$182,196
Training Start Date:	01/03/08	No. to Retain:	241
Date Training must be Completed:	09/30/09	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	42

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[www.etp.ca.gov](http://www.etp.ca.gov)  
ETP (04/15/05)

**FINAL REPORT SUMMARY:**

The Agreement was executed and training began on December 31, 2007. Your staff reported that all training was completed on September 30, 2009 which allows for the 90-day retention period to be completed within the term ending date of the Agreement – December 30, 2009.

ETP approved three Agreement modifications which added curriculum items on January 6, July 2, and November 18, 2009.

Toppan suffered low performance under this agreement due to an absent administrator and reported periods of slow business which impacted training schedules.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Trainees Started Training:	209	Completed Retention:	12
Dropped Following Enrollment:	15	In Retention Period:	1
Completed Minimum Hours for reimbursement:	13		
Completed Training:	12		

A total of 1,328 training hours that meet ETP's minimum 24 hour requirement have been tracked on ETP's tracking website by Toppan Photomasks, Inc. To date, Toppan Photomasks, Inc. has received three payments totaling \$12,197.25. Provided ETP's terms and conditions are met, the tracked training hours represent a potential total reimbursement estimated to be \$19,692 which is an estimated 11 percent of the original funding (\$182,196) requested under this agreement.

Mr. Jackson reminded Ms. Carrillo that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement. Ms. Carrillo stated that the closeout invoice will be submitted by January 29, 2010.

**INTERVIEW WITH THE COMPANY CONTACT, SARA NEILL, H.R. Manager**

- What barriers, if any, did your company experience in implementing your ETP project?  
We lost our training coordinator at the start of the project and were without a resource for the first seven months. We missed out on a lot of opportunity to capture on going training during this time due to the lack of person to manage the program.
- What problems, if any, did your company experience with ETP record keeping?  
As an ISO certified organization we have a well developed record keeping system, but ETP record keeping requirements led us to double our record keeping efforts in order to comply with state requirements. This was not really an issue, just an added task for our trainers.
- What assistance could ETP have provided that would improve the process for future Contractors?  
Develop a simple automatic contract renewal process for companies that have not used all the funds within the term dates to have an additional time period to earn

reimbursement for first time businesses. This could help offset time lost during periods contractors work to adopt ETP's requirements.

- How did your company benefit from the ETP training?  
Toppan Photomasks was able to fund training opportunities that we would not have afforded otherwise without this program. Our training has increased due to the incentive of the ETP program.

### **AUDIT:**

Toppan Photomasks, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site or by telephone. The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

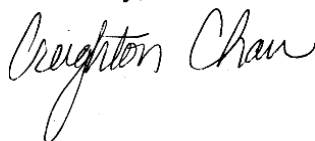
### **RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

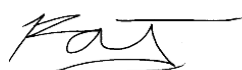
### **IN CLOSURE**

Please contact Robert Jackson, ETP Analyst, at (650) 655-6936 or email [rjackson@etp.ca.gov](mailto:rjackson@etp.ca.gov) within ten working days if there are any questions or comments.

Sincerely,



Creighton Chan, Manager  
San Francisco Bay Area Regional Office



Robert Jackson, Analyst  
San Francisco Bay Area Regional Office

Cc: Kulbir Mayall, Manager, Fiscal and Certification  
Master File/ Project File

Date report mailed to Contractor           \*\*